



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Registrar General Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 292-00287

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Senior Registrar Intellectual Property

**POSITION LEVEL:** L 7/8

**SALARY RANGE:** : \$ 1,904.05 - \$ 2,368.23

**THIS POSITION REPORTS TO:**

Principal Registrar Trade Mark

### SECTION B – PURPOSE and SCOPE OF DUTIES

The Intellectual Property Unit is mandated to carryout registration for Intellectual Properties in Solomon Islands. To manage and administer registration of Trade Mark, Patent and Copyrights under the following Acts of Parliament; Solomon Islands UK Trademark Act, and Solomon Islands UK Patent Act and the Copyright Act.

This position will contribute to the corporate functions of this Agency to achieve its mandates. The position will assist with the core functions of Intellectual Property Unit to implement its work programs and workplans to achieve its Unit objectives and goals. The position will provide support and guidance to IP Clients or Customers.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

#### 1. IP Office Admin:

- Provide support to the Principle Registrar IP manage the Intellectual Property Unit.
- Manage IP Staff attendance
- Provide assistance to PRTM and OM on PMP for IP Staff when required.
- Provide support to PRTM to manage IP Unit Assets and Resources.
- Provide accurate information to RG and DRG when required.
- Refer all unresolved problems and complaints to Superiors.

#### 2. Customer Service:

- Ensure IP customers are attended or their queries sorted out reasonably.
- Responsible for examining applications for registration.
- Check all new applications to ensure registration fees are paid and all required documents are attached.
- Provide support and advice on IP registration process where required.
- Ensure all in-coming mails are received and stamped.

#### 3. IP Registry:

- Responsible for documents/files for filing away in their respective cabinets.
- Provide assistance when searching for required IP Cards/Certificates or Files.
- Assist with scanning when required.
- Provide assistance to AAO when required.
- Ensure right documents are scanned or photocopied when requested.

**4. Other Registries:**

- Ensure safety of mails or documents of other Registries.
- Ensure other registry mails, files and documents send to respective Units.
- Provide support to other registry clients and customers where required.
- Provide assistance to other registry Units customer service when required.

**5. IP Reports:**

- Assist the principle Registrar IP with needed information for IP reports.
- Assist with Intellectual property researches and data entry.

**6. Safety of Records/Data Backup System:**

- Provide assistance to help create a backup system for IP Registry Unit.
- Responsible for database update when required.
- Monitor and assess backup system performance
- Refer damage or danger to Superiors.

**7. OHS:**

- Provide support to and participate on Organization Health and Safety Trainings sessions.
- Ensure IP Staff attend OHS practical trainings from time to time.

**8. Any other duties:**

Undertake any other duties required or directed by Responsible Officers or Superiors.

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Understanding the importance of his/her roles and responsibilities with IP Registry towards achieving Agency goals.
2. Showing commitments towards work and meeting datelines
3. Display good character and respect for all Clients and Customers. Respect for all SIG Properties and employees.
4. Understanding the Agency's mandates and goals to achieve.
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## SECTION E – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications:

- A Degree or Diploma in Intellectual Property Law or IP Management and 5 years relevant experience on Intellectual Property management and administration.

### Capabilities Required:

- Problem Solving skills, empathy skills, communication skills, professionalism, organizational skills, and adaptability.

## SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1.** Possess a degree or diploma qualification in IP Management and proven 5 years' work experience in IP management and administration.
- KSC2.** High computer literacy, including experience with databases and relevant computer programs
- KSC3.** Strong interpersonal skills and communication skills when interacting with team members and customers
- KSC4.** Strong conflict resolution and problem-solving skills when dealing with difficult customers
- KSC5.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 1,904.05 - \$ 2,368.23      Annual Salary: \$ 49,505.29 - \$ 61,574.10

Annual Leave entitlement: *28 days annual leave.*

Other Conditions of Service relevant to this position:

- *Payable 20% of the Basic Salary if no Housing is provided*

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

.....  
**Date Approved**

*Additional Comments:*